



ENERGY AUDITOR &
QUALITY CONTROL INSPECTOR
PILOT PROCESS FOR
TEST CENTERS & PROCTORS

TEST CENTERS OFFERING THE EA & QCI ONLINE EXAM(S):

Step 1

- Make sure you have a BPI Approved Online Proctor associated to your Test Center

Step 2

- Review 2018 Pilot Scheme Handbook(s) with your Proctor(s).

Step 3

- Schedule Pilot Exams and make sure the candidate has their 2018 Pilot Approval Letter at time of scheduling.
- If candidate is approved for subsidy, pilot exams must be taken at a *WTC* Test Center

TEST CENTERS OFFERING THE EA PILOT FIELD EXAM:

Step 1

- Test site must be preapproved by BPI
- Submit photos of required items to TestCenter@bpi.org as outlined in Section 9.3 of the [Test Center Policies and Procedures](#)
- Add BPI Energy Auditor Certified Approved Proctor(s) to your Test Center

Step 2

- Review 2018 Pilot Scheme Handbook(s) with your Proctor(s).
- Make sure Proctor(s) attend the 2018 Energy Auditor Rubric review so they are prepared for the updated EA Pilot Field Exam

Step 3

- Schedule EA Pilot Exams and make sure the candidate has their 2018 Pilot Approval Letter at time of scheduling
- If candidate is approved for subsidy, pilot exams must be taken at a *WTC* Test Center

PROCTORS – EA FIELD EXAMS

Step 1

- Proctors must be EA certified in order to offer EA field exam
- Must go through HEP orientation and be approved to administer HEP field exams
- Review the 2018 Pilot Scheme Handbook(s) and attend the 2018 Energy Auditor Field Exam Rubric review

Step 2

- Schedule Pilot Exams and make sure the candidate has their **2018 Pilot Approval Letter** at time of scheduling.
- If candidate is approved for DOE subsidy, pilot exams must be taken at a ***WTC*** Test Center

Step 3

- Administer and record Pilot Exams.
- Submit EA field exam results via the [Testing Portal](#).
- Send candidate photos to certification@bpi.org.
- Mail all exam video recordings to BPI



Test Center HEP (EA & QCI) Pilot Checklist

- _____ 1. Obtain Test Site Approval Number for Energy Auditor Field exams
 - a. Forced Air Furnace
 - b. Ducted Distribution System
 - c. Gas DHW
 - d. At least one Natural Drafting Appliance
 - e. At least one Exhaust Fan (Bathroom)
 - f. Gas Line (Natural Gas or Propane)
 - g. Vented Clothes Dryer
 - h. At least one Door and Window
 - i. Refrigerator
 - j. Gas Range
 - k. Accessible Attic with at least some form of Attic Ventilation (Gable, Soffit, Ridge, etc.)

- _____ 2. Have approved Energy Auditor Field Proctor(s) attached to your Test Center account
 - a. Field Proctor must hold an active EA Certification
 - b. Field Proctor must have successfully completed HEP Field Orientation
 - i. Either hands-on, in-person field orientation, OR
 - ii. HEP Online Orientation (if already an approved CORE field proctor)
 - c. Field Proctor must have successfully completed Pilot EA Field Rubric training via webinar (or vimeo)

- _____ 3. Complete [2018 EA & QCI Pilot Participation Survey](#) (if you have not done so already)

- _____ 4. Request **2018 EA/QCI Pilot (& Subsidy) Approval Letter** from candidates prior to scheduling pilot exams

- _____ 5. Keep track of candidate testing; especially if you are a Weatherization Training Center providing DOE subsidy exams*

- _____ 6. Review Scheme Handbook(s) to familiarize yourself w/ the pilot process, as some items have changed (time limits, exam types, etc.)

- _____ 7. Notify BPI of any in-house exams or potential conflicts of interest to QualityAssurance@bpi.org

- _____ 8. Exams must be completed through the [BPI Testing and CEU Portal](#); look for “**2018 Pilot**” exam titles

- _____ 9. ALL exams must be video recorded and submitted to BPI within 48 hours of the testing session